



Applicant's Checklist – Boundary Line Adjustments

P2.8

The following checklist is the minimum that is required for a Boundary Line Adjustment application. All BLA's must comply with RCW 58.17.040(6) and the requirements below. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including agent and property owner if different.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner(s) if property owner(s) are not the applicant.	<input type="radio"/>
<input type="radio"/>	Name of the surveyor who will be preparing the BLA, if applicable.	<input type="radio"/>
<input type="radio"/>	A completed boundary line adjustment supplemental form with signatures of all parties having any ownership interest in the lands affected by the boundary line adjustment.	<input type="radio"/>
<input type="radio"/>	A history of previous subdivisions (including subdivision numbers and/or name) of the property(s) or history of boundary line adjustments.	<input type="radio"/>
<input type="radio"/>	A copy of the approved forest practices application if the property has been logged within the past six years.	<input type="radio"/>
<input type="radio"/>	Legal descriptions of all parcels proposed to be adjusted in the BLA.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description of the property(s) including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • If requested, a sales history since February 6, 1976. • All the adjacent property in which the property owner has an interest. • Copies of existing restrictions, easements, covenants and/or agreements that may be impacted by BLA. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps. 	<input type="radio"/>

Applicant Check	Site Plan Map	Staff Check
<input type="radio"/>	1 copy – of a reproducible size 8"x11" or 11"x17" max.	<input type="radio"/>
<input type="radio"/>	Site plan shall be drawn to scale, no smaller than 1" to 40'.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed BLA area.	<input type="radio"/>
<input type="radio"/>	Accurate location of existing buildings, wells, septic systems, etc.	<input type="radio"/>
<input type="radio"/>	The location and name of existing public and private roads that adjoin the property.	<input type="radio"/>
<input type="radio"/>	Each parcel being impacted by the BLA must be clearly marked with the parcel and/or lot number.	<input type="radio"/>
<input type="radio"/>	The "old" and "new" property lines are clearly shown.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> 1. The location of permanent and topographic features. 2. Hydrology, surface drainage, streams or water bodies, and wetlands. 3. Critical areas as known. 	<input type="radio"/>
<input type="radio"/>	The location, names, widths and Auditor's file number of any existing easements or restrictions, existing rights-of-way for public or private services or utilities within the properties, and location of the nearest public road.	<input type="radio"/>
<input type="radio"/>	All existing fence lines are clearly shown, for example (x—x—x—x).	<input type="radio"/>